

1 November 1968

*Lesson 17*

MEMORANDUM FOR: Chief/Support Services Staff

ATTENTION

:

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Bruce:

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Attached are the final drafts

STAT  and the new paragraph e(6) of

The only change is a pen-and-ink change in paragraph b, page 2,  This is to provide specifically that the employee may request an exception to the general policy which will be considered by the Director on an individual case basis.

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These revised regulations were signed by the Deputy Director for Support on 31 October 1968. They have been concurred in by Messrs. Bannerman, Karamessines, Duckett, Smith, Houston, Warner,  The revisions have the approval of Colonel White.

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The drafts have been carefully reviewed by Mr. Warner  but it will be appreciated if you will read them again to make sure there are no errors.

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We will appreciate publication at the earliest possible date.

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EO-DD/S:VRT:es (1 Nov 68)

Distribution:

Orig - Adse w/Orig of drafts

1 - DD/S Subject w/cy of drafts + w/background (previous version)

1 - DD/S Chrono

REGISTRY: Please file DD/S subj cy in Registry's files instead of forwarding it to Support Services Staff for their files.

-1487  
31 Oct 68

## PERSONNEL

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44. **CIVIL SERVICE RETIREMENT SYSTEM.** The provisions of this paragraph apply only to retirement under the Civil Service Retirement Act, as amended. The provisions of the CIA Retirement and Disability Act of 1964 are in

a. **GENERAL**

- (1) Staff personnel, excluding only those receiving temporary appointments, may be participants in the Civil Service Retirement System. Career Agents may be participants in the Civil Service Retirement System. Contract employees whose employment or reemployment became effective on or after 1 July 1967, who are United States citizens, whose contract is for a period in excess of one year, and who are employed on a regularly scheduled basis (full- or part-time) may also participate in the Civil Service Retirement System.
- (2) Staff personnel and contract employees who do not meet basic eligibility criteria may still participate in the system if their employment follows without a break in service in excess of three days other employment subject to Civil Service retirement deductions.
- (3) (No change)

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b. **POLICY.** Employees generally will retire at age 60 or as soon thereafter as they are eligible for optional retirement under the Civil Service Retirement System, i.e., upon completion of 20 years of service at age 60 or after a minimum of five years of service at age 62. Exceptions to the general policy will be considered by the Director on an individual case basis when requested by a Deputy Director, Head of Career Service, ~~///~~ Head of Independent Office, <sup>OR THE EMPLOYEE.</sup> See para-graph c below.

c. **EXCEPTIONS**

- (1) Employees may be extended beyond the scheduled retirement age established in accordance with b above when because of skills or other qualifications which are needed and should be preserved for the Agency or for other reasons the Deputy Directors, Heads of Career Services, or Heads of Independent Offices believe it desirable to continue their employment.
- (2) Employees may request an exception to the Agency's policy based on unusual and compelling personal circumstances which would result in serious personal hardship if retirement takes place as scheduled. Requests should be forwarded through the Operating Official or Head of Independent Office concerned.

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- (3) Requests for exceptions will be submitted at least 12 months in advance of an employee's retirement date. Where the 12-month limit cannot be met, an explanation of the precluding circumstances must be submitted with the exception request.
- d. DEPUTY DIRECTORS, HEADS OF CAREER SERVICES, AND HEADS OF INDEPENDENT OFFICES. A Deputy Director, Head of Career Service, or Head of Independent Office will:
  - (1) Forward requests for exceptions which they have initiated pursuant to c(1) above or which have been submitted by employees pursuant to c(2) above (through the Head of Career Service concerned if the employee is in a Career Service not under his cognizance) to the Director of Personnel. Normally the Director of Personnel will obtain the advice of the CIA Retirement Board before forwarding such requests with his recommendation to the Director of Central Intelligence.
  - (2) Ensure that requests for exceptions are submitted on a timely basis.
  - (3) Ensure that supervisors discuss retirement plans with employees two years before the projected retirement date and annually thereafter.

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- e. CIA RETIREMENT BOARD (No change)**
- f. OFFICE OF PERSONNEL (No change)**
- g. THE DIRECTOR OF FINANCE (No change)**

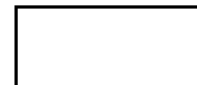
**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

**R. L. BANNERMAN**  
**Deputy Director**  
**for Support**

**DISTRIBUTION: AB**

31 Oct 68

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**28. INVOLUNTARY SEPARATIONS**

- a. **SCOPE. (No change)**
- b. **STATUTORY AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE. (No change)**
- c. **POLICY. (No change)**
- d. **RESPONSIBILITIES. (No change)**
- e. **CRITERIA**
  - (1) **through (5) (No change)**
  - (6) **Other. In addition to (1) through (5) above, employees may be terminated upon a finding by the Director of Central Intelligence that such termination is necessary and advisable in the interests of the Agency or for such other reasons as the Director may find will advance the efficiency of the Agency.**

**FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:**

**R. L. BANNERMAN  
Deputy Director  
for Support**

**DISTRIBUTION: AB**

17 October 1968

Chief/Support Services Staff

710 Mag. Bldg.

Please put this on limited time  
coordination and prepare for publication  
as soon as practicable.

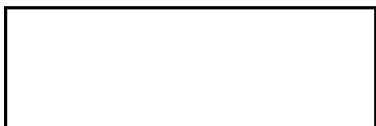
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FILE

Personnel 17

*Revised*

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EO-DD/S

7D-24 Hqs.

EO-DD/S:VRT:es (17 Oct 68)


Distribution:

Orig - Adse w/O&I of DD/S 68-5178

1 - DD/S Subject w/cy of DD/S 68-5178

DD/S 68-5178: Memo dtd 16 Oct 68 to EO-DD/S: fr D/Pers: subj:

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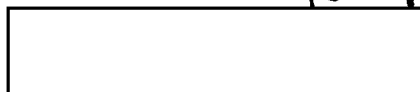
Proposed Revision of  Civil Service Retirement System

MEMORANDUM FOR: Colonel White

Attached is the new version of the retirement regulation about which I spoke to you this afternoon. If you have no issue with this I will submit it for expedite coordination.

*Revised  
VT*

*OK  
HW*  
*10/16*



STAT

*16 Oct. 68*  
(DATE)

FORM NO. 101 REPLACES FORM 10-101  
1 AUG 54 WHICH MAY BE USED.

(47)



Colonel White

Attached is the new version of the retirement regulation about which I spoke to you this afternoon. If you have no issue with this I will submit it for expedite coordination.

*Revised*  
*1/1*

SIGNED R. L. Bannerman

R. L. Bannerman

16 OCT 1968

DD/S:RLB:ksd (16 Oct 68)

Distribution:

Orig - Adse w/O DD/S 68-5178

2 - DD/S Subject w/background

1 - DD/S Chrono

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7/7/5 68-5178

10 OCT 1968

MEMORANDUM FOR: Executive Officer to the Deputy Director for Support

SUBJECT : Proposed Revision of [ ] Civil Service Retirement System

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1. Forwarded herewith for authentication and publication is a proposed revision of subject regulation which includes the following changes:

a. Adds to the regulation the present policy that certain contract employees be eligible for Civil Service Retirement System coverage;

b. Strengthens the language of the policy statement by changing it from the "Agency encourages employees to retire voluntarily ..." to "Employees generally will be required to retire ...";

c. Clarifies exception policy; and

d. Adds a new subparagraph which requires that requests for extensions of employment must be submitted a minimum of twelve months in advance of the scheduled retirement date.

*Revised*

2. The proposed revision of [ ] Civil Service Retirement System, which I forwarded to you on 16 September 1968 should be cancelled since it has been incorporated into subject revision.

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/s/ Robert S. Wattles

Robert S. Wattles  
Director of Personnel

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OP/PAD [ ] kls (15 October 1968)

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GROUP 1  
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downgrading and  
declassification

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44. CIVIL SERVICE RETIREMENT SYSTEM. The provisions of this paragraph apply only to retirement under the Civil Service Retirement Act, as amended. The provisions of the CIA Retirement and Disability Act of 1964 are in [REDACTED]

a. GENERAL

(1)



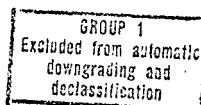
reemployment became effective on or after 1 July 1967 who are United States citizens, whose contract is for a period in excess of one year and who are employed on a regularly scheduled basis (full- or part-time), may also participate in the Civil Service Retirement System.

(2)



Staff personnel and contract employees who do not meet basic eligibility criteria may still participate in the system if

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*Revised  
1/5  
31 Oct 68*

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the job for which they are being employed follows employment  
subject to Civil Service retirement deductions without a break  
in service in excess of three days.

(3) (No change)

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b. POLICY.  employees generally will be required  
to retire  at age 60 or as soon thereafter  
as they are eligible for optional retirement under the Civil Service  
Retirement System. Employees ~~will~~ will, therefore, ~~retire~~ ~~at~~ ~~age~~ ~~60~~ ~~or~~  
~~will~~ retire upon completion of 20 years of service at ~~age~~ ~~60~~ or  
after a minimum of five years of service at ~~age~~ ~~62~~. Exceptions  
to the general policy will be considered by the Director on an  
individual case basis when requested by the Head of Career Service  
or a Deputy Director concerned. See paragraph c. below.

c. EXCEPTIONS

- (1) Individual employees may be extended beyond the scheduled retirement age established in accordance with b. above when because of skills or other qualifications which are needed and should be preserved for the Agency or for other reasons the Deputy Directors or Heads of Career Services believe it desirable to continue their employment.
- (2) Employees may request an exception to the Agency's policy based on unusual and compelling personal circumstances which will result in serious personal hardship if retirement takes place as scheduled.

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- NEW {
- (3) Normally exceptions will not be approved for a period longer than one year. A new request and justification must be submitted for employment beyond the expiration of the period covered by an existing exception to Agency policy.
  - (4) Requests for exceptions will be submitted at least twelve months in advance of an employee's retirement date. Where the twelve-month limit cannot be met, an explanation of the precluding circumstances must be submitted with the exception request.

formerly c. d. DEPUTY DIRECTORS AND HEADS OF INDEPENDENT OFFICES. Deputy Directors and Heads of Independent Offices shall:

- REVISAL {
- (1) Forward requests for exceptions which they have initiated pursuant to c(1) above or which have been submitted by employees pursuant to c(2) above (through the Head of Career Service concerned if the employee is in a Career Service not under his cognizance) to the Director of Personnel. Normally the Director of Personnel will obtain the advice of the CIA Retirement Board before forwarding such requests with his recommendation to the Director of Central Intelligence.
  - NEW { (2) Ensure that requests for exceptions are submitted on a timely basis.
  - (3) Ensure that supervisors discuss retirement plans with employees two years before the projected retirement date and annually thereafter.

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- e. CIA RETIREMENT BOARD. (No change)
- f. OFFICE OF PERSONNEL. (No change)
- g. THE DIRECTOR OF FINANCE. (No change)

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